

CONTRACT REVIEW CHECKLIST FOR AWARDS						
Date Reviewed:						
Contracting Officer/ Contract Specialist:						
Contract:	ED:	Edin Offered				
Other Number:		Solicitation #7Q5M02080001, TOR#	Reviewed By:		Approved By:	
Review Points	CD Determination that Requirement is Met: Yes/No/NA	Article #: Business SCN/ Location	Solicitation Reference #7Q5M02080001	Notes	2nd Level Review	2nd Level Review Comments
Overall/Responsibility Determination Summary						
Was the latest solicitation released incorporated prior to award?		N/A	Provision SCP-FIS-001 (j) (2)			
Agent Authorization Letter included (if applicable)?		Other	Provision SCP-FIS-001 (j) (1) (vi)			
Vendor acknowledged the "Pathway to Success" training was downloaded and completed within the past 12 months (N/A for Unsolicited offers)?		Pathways to Success Training Card	Provision SCP-FIS-001 (j) (1) (a)			
Vendor acknowledged the Readiness Document was downloaded and completed within the past 12 months (N/A for Unsolicited offers)?		Responsibility Determination	Provision SCP-FIS-001 (j) (1) (a)			
Acceptable past performance documented as per SCP-FIS-001 (j)(2)(i)		Due & Broadest Performance Report (PFR)/Provided three (3) for the 15 relevant customer references	Provision SCP-FIS-001 (j) (2) (a)			
SPS Search (3 Point Check of UE, Company Name, and Authorized Negotiator) at initial award		Review of EPL's Initial Receipt	Provision SCP-FIS-001 (j) (2) (a)			
SPS Search (3 Point Check of UE, Company Name, and Authorized Negotiator) on day of award		Review of EPL's Bidder Award	Provision SCP-FIS-001 (j) (2) (a)			
SAM Entry Record (full copy in file)		Responsibility Determination/ Copy of SAM Entry/CCI Record	Provision SCP-FIS-001 (j) (1) (a)			
SAM Regs and Certs (full RAN report in file)		Regs and Certs	Provision SCP-FIS-001 (j) (1) (a)			
Is selected NACS code present in SAM registration and within scope of awarded SIN (if)?		N/A	Provision SCP-FIS-001 (j) (1) (a)			
Letters of Commitment/ Supply (Products) if required		Responsibility Determination	Provision SCP-FIS-001 (j) (1) (a)			
Complete CDP-1 included for Non-TOR contracts		Commercial Sales Practices Form	Provision SCP-FIS-001 (j) (1) (a)			
Acceptable Commercial Price List included? If based on Commercial Market Pricing, provided to meet call for supporting documentation		Current Commercial Proposal or Other Supporting Documentation	Provision SCP-FIS-001 (j) (1) (a)			
If based on market pricing, did contractor submit supporting data such as agreements with manufacturers/corporate customers, internal policies, market pricing, quote sheets, pricing agreements, invoices		Current Commercial Proposal or Other Supporting Documentation	Provision SCP-FIS-001 (j) (1) (a)			
Satisfactory Determination of Financial Responsibility		Financial Documents	Provision SCP-FIS-001 (j) (1) (a)			
Certificate of Competency (if obtained)		Certificate of Competency	Provision SCP-FIS-001 (j) (1) (a)			
DAHS/ FARIS Search		Determination of New FARIS (Has Considered) PFRS	Provision SCP-FIS-001 (j) (2) (a)			
Acceptable Professional Compensation Plan (AW 52.222-46 (if applicable)		Compensation Plan for Professional Employees/ Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (1) (a)			
If Services, did Contractor demonstrate they had the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them? Examples of acceptable evidence include: Tracking System for Labor Hours or Time & Materials on Resources (RAN) or Evidence of Employee Commitment (Employee Contracts)		Technical Proposal / Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (2) (a)			
Available additional N/A specific technical details		Technical Proposal / Pre-Negotiation Memorandum	N/A			
For Products, did the Contractor demonstrate they have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them? Examples of acceptable evidence include: Performance Evaluation and Facilities Report (PEFR), or Letters of Supply or Buyout Agreements (Review CDP-1 Para 53, (State if was in the file) (AW 5.206, FAR 5.2.2.1) (2)		Technical Proposal / Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (2) (a)			
Did the CD conduct an adequate technical evaluation to determine the contractor had the appropriate corporate experience, relevant project experience (if for services), past performance, and quality control?		Technical Proposal / Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (2) (a) - (a)			
Were the items, services, or labor categories proposed within the scope of the Schedule/DOQ proposed?		N/A				
If offering labor categories, did the contractor submit labor category descriptions as well as state the minimum education/experience requirements? (SCP-FIS-001)(j)(3)(A)		Labor Category Descriptions	Provision SCP-FIS-001 (j) (3) (A) (A)			
Review Contract Labor Standards: Did the Contractor accurately identify all labor categories subject to the SCLAF? (SCP-FIS-001)(j)(3)(B)		Prior Proposal / Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (3) (a) (1) (C)			
If SCLAF is applicable, was the Wage Determination number identified? (AW 22.1008-1 Services and SCP-FIS-001)(j)(3)(C)		Prior Proposal / Pre-Negotiation Memorandum	Provision SCP-FIS-001 (j) (3) (a) (1) (C)			
EOC Clearance obtained (over SICM)?		EOC Compliance Review Check/Reports	N/A			
Mandatory SIN Review Completed, if applicable			N/A		N/A/Review Review Procedures	
Pre-Negotiation Memorandum						
Summation of Offer Outlined (Offer analysis was conducted and documented in the scope and depth relative to the dollar value and complexity of the requirement - including analysis of all relevant cost and price elements, technical evaluation and statutory limitations.)		Pre-Negotiation Memorandum	N/A			
DOA Compliance confirmed?		Pre-Negotiation Memorandum	N/A			
DOA identified and DOA established and interim DOA received equal to or better pricing or explanation of why equal to or better than cannot be achieved (Not applicable to TOR)		Pre-Negotiation Memorandum	N/A			
Objectives Developed & Supported by a Reasonable Rationale		Pre-Negotiation Memorandum	N/A			
Signed by Warrented CO/CS		Pre-Negotiation Memorandum	N/A			
If negotiations were conducted, were pre-negotiation objectives established prior to the negotiations and it was clear the objectives were utilized during negotiations.		Pre-Negotiation Memorandum or Memo to File / No Negotiation	N/A			
If negotiations were not conducted, did the CD adequately detail their price evaluation to demonstrate how the determined price to be fair and reasonable as offered.		Pre-Negotiation Memorandum or Memo to File / No Negotiation	N/A			
Did the CD state the appropriate Economic Price Adjustment (EPA) Clauses to be incorporated into the contract?		Pre-Negotiation Memorandum	N/A			
When applicable, was a Pre-Negotiation Discussion Panel (PNP) conducted and documented.		Pre-Negotiation Memorandum	N/A			
Price Negotiation Memorandum						
Contains all the Required Elements Outlined in AW 51.402-2 and in accordance with the PNB template		Prior Negotiation Memorandum or Memo to File / No Negotiation	N/A			
Price Analysis Detailed & Supported		Prior Negotiation Memorandum or Memo to File / No Negotiation	N/A			
Price Relationship with DOA (non TOR only)			N/A			

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Contract:		UD:	Quote Offered:	Reviewed By:		Approved By:
Other Number:			Subcontract #7Q5M02080001, T081			
Review Points	CO Determination that Requirement is Met: Yes/No/NA	Business DCN/ Location	Solicitation Reference	Notes	2nd Level Review	2nd Level Review Comments
Price Determined Fair & Reasonable with a statement of fact and substantiation and documentation to support		Price Negotiation Memorandum or Memo to File if no negotiation	N/A			
Satisfactory Summary of Negotiations		Price Negotiation Memorandum or Memo to File if no negotiation	N/A			
Signed by Warranted CO/CS prior to award date		Price Negotiation Memorandum or Memo to File if no negotiation	N/A			
Final Proposal Revision Letter						
Describe price relationship with DOA (only for non-T08 Offers)		Final Proposal Revision Response Letter	N/A			
Vendor Confirms Contract Terms & Conditions		Final Proposal Revision Response Letter	N/A			
Signed by Contractor's Authorized Signatory		Final Proposal Revision Response Letter	N/A			
Was there evidence in the contract file that the contractor acknowledged having an adequate tracking system for capturing and processing subcontract Addendums, and the contractor made WA acknowledgment in the Final Proposal Revision (FPV)?		Final Proposal Revision Response Letter	N/A			
Pricing						
Did the contract include the required 0.75% Industrial Funding Fee (IFF) in its pricing?		Pricing Proposal	N/A			
Was there evidence the CO/CS ensured the IFF was calculated properly? (FAS 1.2009-01) Negotiate pricing, then divide negotiated price by .9925 to add the IFF.		Pricing Proposal	N/A			
Subcontracting Plan						
Approved Subcontract Plan (if required)		Subcontracting Plan	N/A			
Post Award Considerations of FAR						
Was the award information accurately and completely stated in the contract and/or contract summary documents, and FFS On-Line, (FAR 4.8)		N/A	N/A			
Was the Electronic Contract File organized in accordance with the Contract Tab Advisory Guide (CTAG), updated timely and complete of all contract file documentation.		N/A	N/A			
Approved Price List posted on GSA Advantage? (15 days after award)		GSA Advantage?	N/A			
UFI449 Signed by Warranted CO		UFI 449	N/A			
System Generated Contract Summary covers the following labor categories (if applicable), 016 (House, Minimum Order Quantity), Volume Discounts, MFC (Most Favored Customer) (Rank of Award) Customer.		Contract Summary	N/A			
File is Complete, Organized, and Tabbed Appropriately		N/A	N/A			
Evidence Sub K Plan was properly distributed		Subcontracting Correspondence	N/A			
Additional Notes:						

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Contract:	UIC:	ICIS Offered				
Offer Number:		Solicitation 47QSMC20R001,	TOR?	Reviewed By:	Approved By:	
		Reference				
Review Points	CO Determination that Requirement is Met:	Relevant DCN/ Location	Solicitation Reference 47QSMC20R001	Notes	2nd Level Review	2nd Level Review Comments

